

## CLASS NOTE: Writing Section

### Punctuating Titles

According to MLA format, these are the guidelines for punctuating titles:

- Longer texts (or big things) that can stand on their own like books, are *italicized* or underlined (choose one or the other but never both).
- Shorter texts (or little things) that are dependent or that come as part of a group, like chapters, are put into “quotation marks.”

#### **For example:**

A CD is a major (big) work that can be divided into smaller parts or songs. The song names (small part) are punctuated with quotation marks.

*The Sweet Escape*, by Gwen Stefani, includes the song "Wind It Up."

Italicize or underline any published collection, like a book of poetry. Put the individual entry, like a poem, in quotation marks; however, a long, epic poem that is often published on its own would be treated like a book. *The Odyssey* is one example.

Individual works of art like paintings and sculptures are underlined or italicized:

- Michelangelo's *David*
- *Mona Lisa*

**Note:** A photograph, which is much *smaller* than a work of art, is placed in quotation marks!

## **Titles and Names to Italicize**

- A novel
- A ship
- A play
- A film
- A painting
- A sculpture or statue
- A drawing
- A CD
- A TV Series
- A cartoon series
- An encyclopedia
- A magazine
- A newspaper
- A pamphlet

## **Titles to Put Into Quotation Marks**

- Poem
- Short story
- A skit
- A commercial
- An individual episode in a TV series (like "The Soup Nazi" on *Seinfeld*)
- A cartoon episode, like "Trouble With Dogs"
- A chapter
- An article
- A newspaper story

## **More Tips on Punctuating Titles**

Some titles are merely capitalized and not given additional punctuation. These include:

- Religious works, like The Bible or The Koran
- Buildings
- Monuments